

Wi-Fi Printing Service

Wi-Fi Printing Service for iOS devices

Wi-Fi printing service is available to all Lingnan Library users. If you have iOS device, you can send your print jobs to the Library network printers via the Lingnan Wi-Fi network (SSID: LUWLAN1X or Lingnan Library).

Where are the printers?

For the location of the Printers, please refer [Octopus Network Printers](#).

Install the printing apps

Download and install **RICOH Smart Device Print&Scan** to your device at:



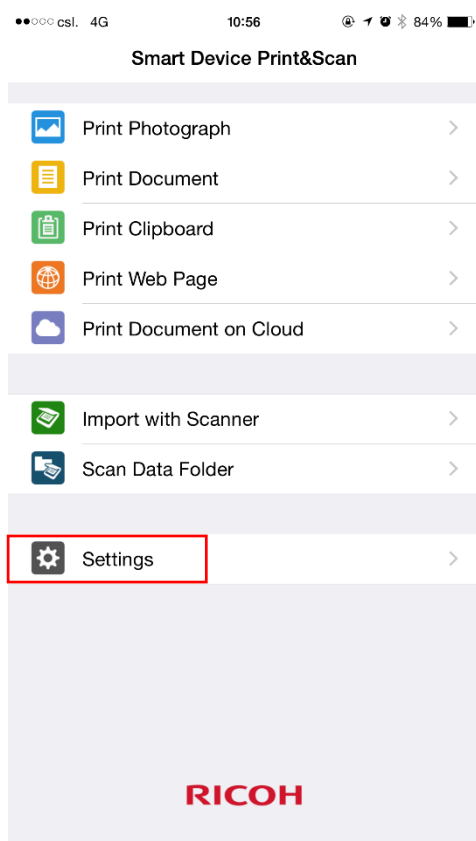
<https://itunes.apple.com/hk/app/ricoh-smart-device-print-scan/id702774332?mt=8>



After the installation, [App Icon] will be shown in your device.

Register the printer to your apps

1. Select [Settings] in the main menu.



2. Select [Devices].

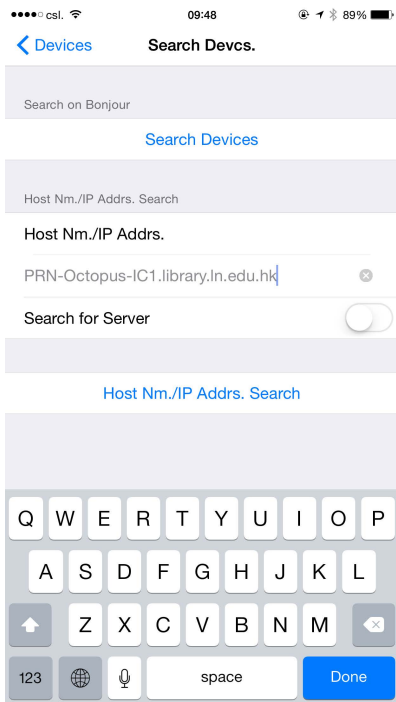
3. Select [Search Devcs.].

4. Tap [Host Nm./IP Addrs.] and input the host name of the printers that you want.

Printer Name	Location	Host name
Octopus B&W IC 1 - Aficio MP5002	1/F Information Commons	PRN-Octopus-IC1.library.ln.edu.hk
Octopus B&W IC 2 - Aficio MP7502	1/F Information Commons	PRN-Octopus-IC2.library.ln.edu.hk
Octopus B&W IC 3 - Aficio MP7502	1/F Information Commons	PRN-Octopus-IC3.library.ln.edu.hk
Octopus B&W IC 4 - Aficio MP7502	1/F Information Commons	PRN-Octopus-IC4.library.ln.edu.hk
Octopus Colour IC1 - Aficio MP C4501	1/F Information Commons	PRN-Octopus-IC-colour1.library.ln.edu.hk
Octopus Colour IC2 - Aficio MP C45503	1/F Information Commons	PRN-Octopus-IC-colour2.library.ln.edu.hk
Octopus B&W 2F2 - Aficio MP5002	2/F MLLC	PRN-Octopus-2F2.library.ln.edu.hk
Octopus B&W 3F1 - Aficio MP5002	3/F South Wing	PRN-Octopus-3F1.library.ln.edu.hk
Octopus B&W 3F2 - Aficio MP5001	3/F North Wing	PRN-Octopus-3F2.library.ln.edu.hk

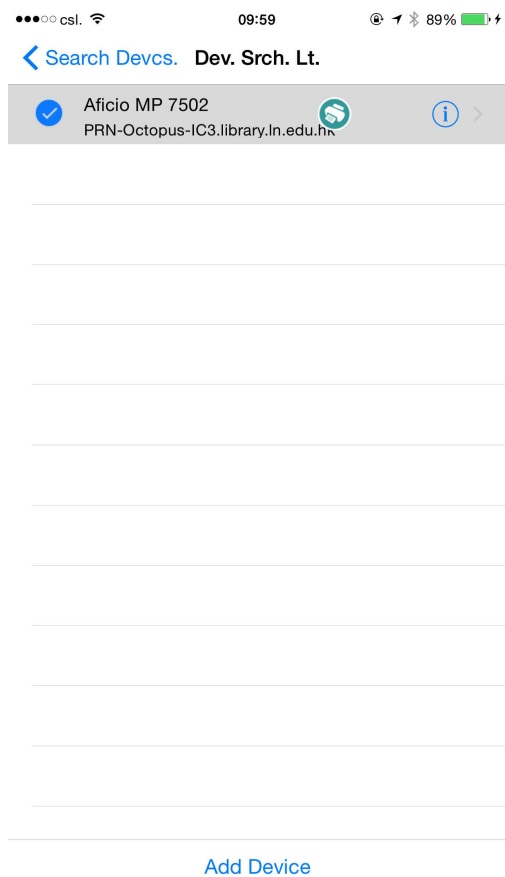
6. Select [Host Nm./IP Addrs. Search].

7. In the [Dev. Srch. Lt.] list, select the printer you want to add.



8. Select [Add Devices].

The selected printer will be shown the [Device] list afterward.

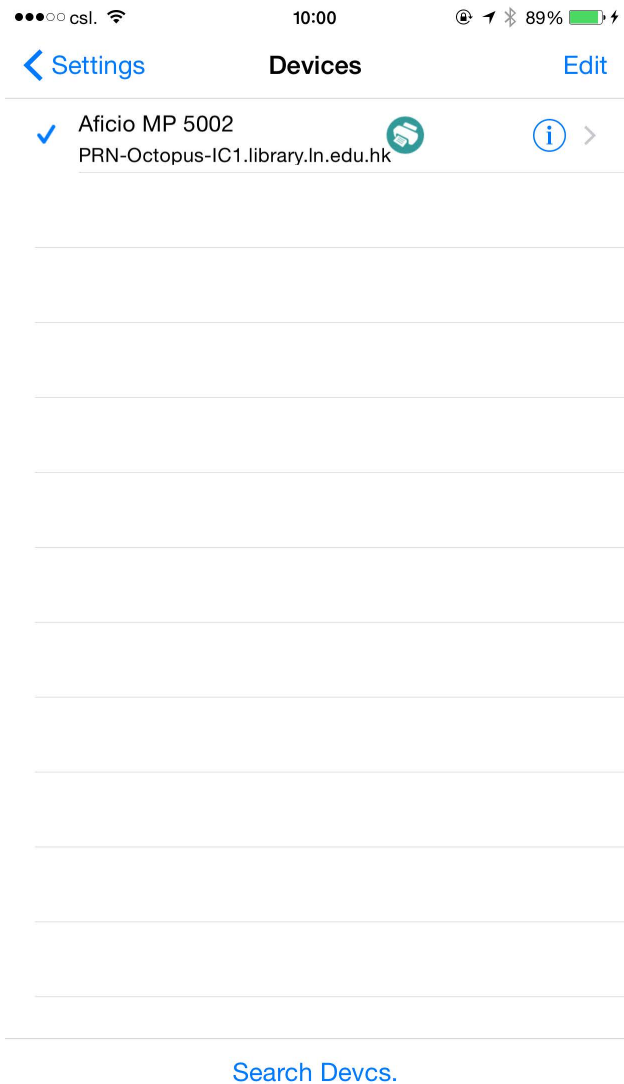


Display the information of the Registered Device

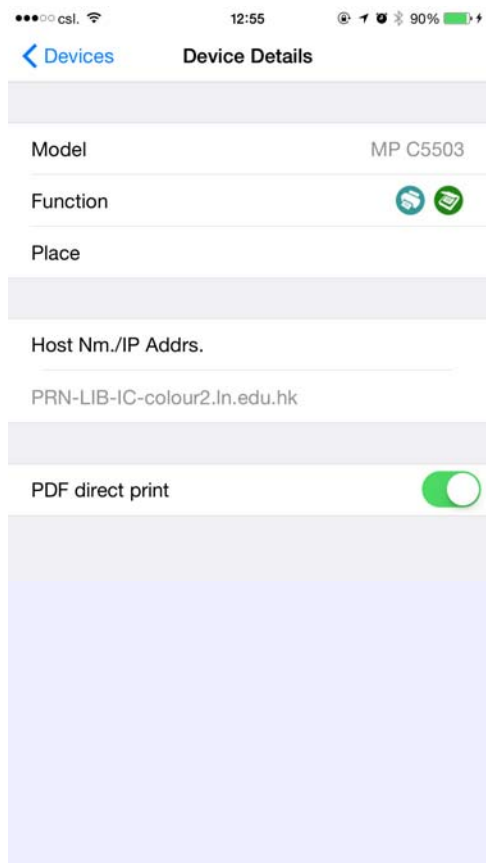
After the installation, back to the main menu of **RICOH Smart Device Print&Scan**



1. Select [Settings] and then [Devices].

3. Tap of the printer displayed in the [Device] list.



On the [Device Details] screen, the following information will be displayed.



- **Model** shows the model name of the printer.
 - **Functions** shows the supported functions by displaying its icons.
 -  Support Printer function
 -  Support Scan function
 - **Place** shows the place where the device is located.
 - **Host Nm./IP Addr.** shows the host name or IP address input when the search is made.
 - **PDF direct print** shows whether if the PDF direct print function is enabled or not.
- * PDF direct print only appears when the printer supports the PDF page description language.*

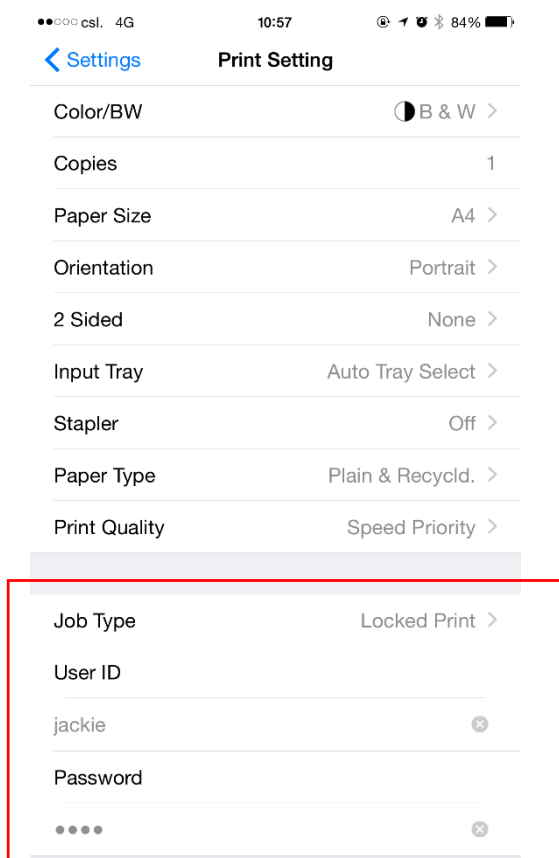
Print using security functions

Must using the Locked Print Function in Library

Using the registered printer's Locked Print function, store files in the machine as Locked Print files and then print them from the control panel and retrieve them immediately, preventing others from viewing them.

1. Tap [Settings] in the main menu.
2. Tap [Print Setting]
3. Tap [Job Type] and select [Locked Print].
4. Enter [User ID] and [Password].

The Locked Print file is stored in the registered printer.



Printing Documents Procedure


Printing Photographs

Print the photographs saved in your devices.

1. Tap [Print Photograph] in the main menu.
2. Tap the album.
3. Tap the photograph you want to print.

** When printing multiple photographs, tap multiple photographs.*

4. Tap the white area of the screen to close the [Selct. Photo] screen.

5. Tap 

[Preview] appears.

6. Change the print settings as necessary.
7. Tap [Print].

Printing Documents

iOS

Print the documents (PDF, iWork, MS Office) shared between Smart Device Print&Scan and your computer through iTunes' [File Sharing].

* Importing Documents into Your iOS Device

Since Microsoft Office (xls, xlsx, doc, docx, ppt, pptx) and iWork (pages, numbers, and key) files are printed based on print preview by iOS's WebView, they may not be printed in the correct layout.

We recommend that you convert them into the PDF before importing them to your iOS device.

1. Connect your iOS device to your Mac or PC, and then start iTunes.
2. Select the [Apps] tab of your iOS device displayed under [Device] in iTunes.
3. Select [Smart Device Print&Scan] in the [App] list of [File sharing] under [Apps].
4. When the [Smart Device Print&Scan document] list is displayed, drag document(s) to the list or press the [Add...] button to add document(s) to the list.
5. Click [Sync] to import the selected documents into your iOS device.
 - The following document types can be selected for printing:
 - PDF (pdf)
 - Microsoft Office documents (xls, xlsx, doc, docx, ppt, pptx)
 - iWork documents (pages, numbers, key)

Printing Imported Documents Saved in Your iOS Device

1. Tap [Print Document] in the main menu.
2. Select the document you want to print from the displayed list.
[Preview] appears.
When you select an Excel file or Numbers file, [Sheet Selectn.] appears.

Select the sheet you want to print, and tap



3. Change the print settings as necessary.
4. Tap [Print].
5. Printing Documents

Printing Clipboard Contents

Print images or texts saved to the clipboard.

- If you copy a PDF on the scan preview, contents will not be displayed in [Preview].

1. Tap [Print Clipboard] in the main menu.

[Preview] appears.

2. Change the print settings as necessary.

3. Tap [Print].

Printing Web Pages

Print web pages displayed in Smart Device Print&Scan.

1. Tap [Print Web Page].
2. Tap the URL input field.
3. Enter the URL of the Web page to be printed using the keyboard displayed.

4. Tap  .

[Preview] appears.

5. Change the print settings as necessary.
6. Tap [Print].

Printing Documents on Cloud

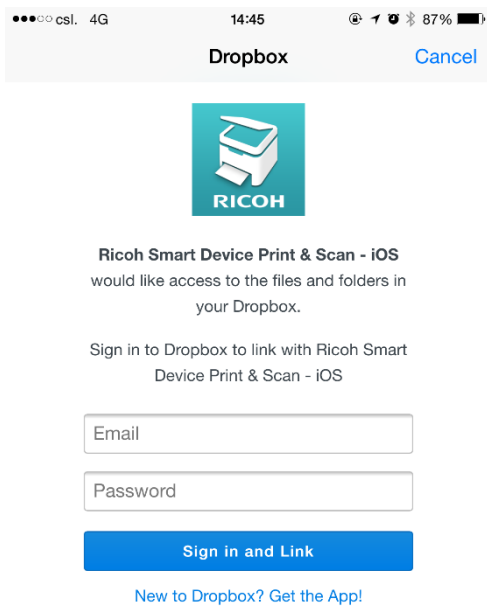
The following file formats are supported:

	Format Extension (iOS)
JPEG	jpeg, jpg
PNG	png
GIF	gif
TIFF	tiff
Bitmap	bmp
PDF	pdf
Word (97-2003)	doc
Word	docx
Excel (97-2003)	xls
Excel	xlsx
PowerPoint (97-2003)	ppt
PowerPoint	pptx
Keynote	key
Numbers	numbers
Pages	pages

1. Tap [Print Document on Cloud].
2. Tap the cloud storage service you want to connect.

** Dropbox and Google Drive are supported.*


3. Log in to the cloud storage service if you are connecting to it for the first time with your device.



4. Tap the file you want to print.

[Preview] appears.

When you select an Excel file or Numbers file, [Sheet Selectn.] appears.

Select the sheet you want to print, and tap  .

5. Change the print settings as necessary.

6. Tap [Print].

Printing Photographs and Documents from another Application

Print the photos or documents opened in Smart Device Print&Scan by using [Open in...] in other applications.

1. In the other applications, select a photograph or document you want to print using Smart Device Print&Scan.
2. Tap [Open in...].
3. The application is switched to Smart Device Print&Scan, and the photo, document or Web page contents to be print will be displayed in [Preview].
4. Change the print settings as necessary.
5. Tap [Print].